

California State Library
Library Services and Technology Act

Quarterly Narrative Report

Quarter:

- ☐ First quarter – Oct, Nov, Dec.
☐ Second quarter – Jan, Feb, Mar.
☐ Third quarter – Apr, May, Jun.

This report is due quarterly, thirty (30) days after each three-month period of the project's duration. Note that failure to submit these reports within the timeline of the grant program could jeopardize receipt of the final 10% grant payment. Submit a total of **THREE (3)** copies of the report, one with original signature, to:

**California State Library
Budget Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001**

Date: _____ Grant Award ID #: _____

1. Grantee: _____
2. Project: _____
3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.

3. Continued

4. Outline planned activities for the next quarter. Note if these differ from activities proposed in the application for this period.

5. Is the project on schedule as described and approved?

☐

yes

☐

no

within budget as approved?

☐

yes

☐

no

If either box is checked "no", describe what corrective actions are being taken.

6. Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?

Signature and title of person completing report

Telephone